CHAPTER 94

WARFARE PROFESSION - INTELLIGENCE SPECIALISATION

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CHAPTER 94

WARFARE PROFESSION - INTELLIGENCE SPECIALISATION

9401. General

This Chapter covers the career regulations for the Intelligence Specialisation (INT Spec). Divisional Officers are to ensure access to this chapter is retained as necessary for every member of the INT Spec.

9402. Entry Into the Intelligence Specialisation

Criteria for Direct Entry (DE) personnel into the INT Spec is in accordance with the Job Eligibility Matrix maintained by People and Training (P&T) Directorate.

9403. Intelligence Specialisation Eligibility Criteria for Sideways Entry

Sideways Entry (SE) applicants who meet the initial eligibility criteria highlighted in this para may be considered for transfer into the INT Spec. This will be subject to the Service requirement[1], successful completion of the Naval Intelligence Aptitude Board (Ratings) (NIAB (Ratings) (NIAB(OR)), and the training capacity of the Professional Qualifying Course (PQC)[2]. The following initial Specialisation transfer eligibility criteria will apply for all OR applicants up to the rate of OR9:

a. Have a minimum of three years to serve on completion of INT 100 PQC.

b. Hold minimum rate of AB1 and completed First Complement Assignment (FCA) as trained strength in their source Specialisation (to include 12 months sea time and current RPS check recorded on JPA). Personnel on the untrained strength will not be permitted to apply for transfer to the INT Spec.

c. All source Specialisation PQCs and the leadership courses corresponding to their rate to have been successfully completed.

d. Educationally qualified for their rate. (BRd 3(1) Para 0934).[3]

e. Medical Employment Standard (MES) Category is Medically Fully Deployable (MFD). Permanent Medical Limited Deployable (MLD) will be considered by exception and will be determined by the INT Professions Manager/Workforce Planner.

f. Not be subject to administrative action, unspent convictions, or disciplinary matters at the time of application or selection. (Minimum of six months since last career check).

[1] As set by the Workforce Planning and Professions Manager (WFPM) within the P&T Directorate.
[2] INT 100 PQC - (Phase 2). Eight weeks in duration and conducted at the Warfare Training Group (WTG) HMS COLLINGWOOD.
[3] Education for Promotion.

g. Hold British nationality[1] with an ability to gain a DV clearance[2] and meet the requirements to be read-on to STRAP.

h. Obtain a strong recommendation from their Commanding Officer, which must consider the Service Person's (SPs) potential to handle vast quantities of information and process into clearly written assessments and effective oral briefings.

9404. Intelligence Specialisation Application Process

The general arrangements for Specialisation transfers are in accordance with BRd 3(1) Ch 51[3]. Applicants are reminded that Specialisation transfers are not a right, as acknowledged by Ratings and Other Ranks on Form S3049 when they enlist in the Service.

a. Due to limited NIAB(OR) and Intelligence PQC places available each training year, full workforce clearance will need to be applied for and approved prior to the applicant attending the NIAB(OR).

b. If the eligibility criteria in Para 9403 is met, the applicant must then seek approval from their Divisional Officer (DO). Their DO must then arrange for the applicant to be seen by the CO/OC at Table/Orderly Room. If the application is supported by CO/OC, the applicant is to apply for formal Workforce clearance and permission to attend the NIAB(OR) iaw Ch 51.[4.]

c. On receipt of the workforce clearance application, Professions and Career Managers will record all details provided and will confirm all criteria has been met. A decision will then be made iaw the process in BRd 3(1) Ch 51 whether to approve workforce clearance and permission to attend the NIAB(OR)5. The results will be promulgated in an email to the applicant's Chain of Command (CoC) as well as other relevant stakeholders.

d. If workforce clearance and permission to attend the NIAB(OR) is approved, the applicant's unit is to liaise with both the INT Spec Advisor (INT SPECAD) and the Intelligence Training Element (INT TE) within the Warfare Training Group (WTG)[6] to arrange loading onto the next available NIAB(OR). Applicants should note that it can take up to 12 months from successful workforce clearance to be loaded onto a NIAB(OR).

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[1] A MoD approved nationality waiver is acceptable.
[2] DV application is only authorised following the candidate and their Chain of Command (CoC) receiving formal notification from the INT Spec Ad, that they have been successfully extracted at the NIAB(OR) Extraction Board and awarded a confirmed place by the Career Manager (CM) on the next INT 100 PQC.
[3] Profession and Specialisation Transfers.
[4] The following information must be included: applicant's name, rate and service number, confirmation they meet all the INT Spec initial eligibility criteria and BRd 3(1) requirements listed in para 9403, and they have received CO/OC support to transfer.
[5] This will consider workforce requirements of both the applicant's source Specialisation and the INT Spec.
[6] At HMS COLLINGWOOD.

e. If workforce clearance has not been approved the reason(s) why and any remedial action required before submitting another application will be listed on the email.

9405. Flexible Service (FS)

SP are permitted to apply for Specialisation transfer to the INT Spec and undertake the NIAB(OR) whilst undertaking a period of FS but will be required to terminate this arrangement prior to commencement of the INT 100 PQC. SP can apply to reduce the normal 90 days' notice[1] period required to terminate the FS agreement in order to attend the INT 100 PQC.

9406. Naval Intelligence Aptitude Board (Ratings) for Sideways Entry Candidates

All prospective Intelligence Ratings are assessed for aptitude at the INT TE WTG. The NIAB(OR) consists of a two-day selection process and consists of a number of elements to assess a candidate's suitability for transferring to the INT Spec.[2] The NIAB(OR) is designed to:

a. Identify suitable candidates who demonstrate the necessary professional and personal attributes required to successfully attempt and pass intelligence training (INT 100 PQC) and undertake future intelligence employment.

b. Identify candidates who demonstrate the cognitive capacity and ability to operate under pressure.

c. Provide the candidates with an understanding of the characteristics[3] expected of an RN Intelligence Rating.

(1) Provide the candidates with an understanding of the rigors of Intelligence employment, deployable requirements, and their contribution to the RN's ability to achieve Information Advantage over potential adversaries.

(2) Offer the candidates a chance to determine whether the INT Spec is the career path they wish to pursue.

d. The applicant will be required to attend the NIAB(OR) with a fully completed Annex A of the NIAB(OR) joining instructions. Annex A must include their CO/OC's signature stating the applicant continues to meet all criteria as listed in Para 9403, has been briefed on any career implications, and that they retain their recommend.

e. NIAB(OR) dates and joining instructions will be promulgated via email by the INT SPECAD six weeks before the board start date. NIAB(OR) dates will vary throughout the training year, based upon workforce clearance numbers and Service requirements.

[1] Refer to JSP 750 Ch 2, Section 2, para 11 (c).
[2] Personnel who have successfully passed the NIAB(Officers) (NIAB(OF)) at the Naval Intelligence Division will not be required to sit the NIAB(OR). A NIAB(OF) assessment and performance feedback report will be supplied to the OiC INT TE WTG and INT Spec Ad. This report will assist with the remainder of the Int Ratings selection process iaw Para 9406 - 9409.
[3] These characteristics (i.e. required skills and interests) are outlined in the Intelligence Warfare Rating recruitment leaflets held on the RN recruitment website and AFCOs. https://www.royalnavy.mod.uk/careers/roles-and-specialisations/services/surface-fleet/warfare-specialist-intelligence.

f. **MEDCAT**. It is the responsibility of all candidates to ensure that their MEDCAT or MES limitations do not preclude them from carrying out the required selection tasks. If in doubt, they are to contact the INT TE within WTG about the requirements of the NIAB(OR). The staff will not give direction on whether a person is fit to carry out the NIAB(OR) but can give guidance on what is involved. If in doubt, it is the duty of every candidate to check with their unit medical centre for specialist advice on whether they are fit to carry out the selection process.

g. **Board content**. The NIAB(OR) will contain written and verbal assessments covering the following subjects:

(1) Current affairs general knowledge (to include key national and international individuals/groups, geography, military equipment and recent global events).

(2) Analytical, processing and information extraction abilities.

(3) Essay writing.

(4) Briefing (written and verbal).

(5) Formal interview.

h. **Assessment and Reporting**. Assessment scores for each task, as well as the formal interview, will be used to inform the board of the receptiveness of each candidate to formal intelligence training and suitability for future intelligence employment. This will result in one of the following grades:

(1) **SUITABLE.** The applicant has displayed the necessary attributes to be considered for extraction to undertake professional intelligence training.

(2) **UNSUITABLE.** The applicant has not displayed the necessary attributes to be considered for a transfer into the INT Spec.

(3) **DEFER.** The board wishes to liaise with external stakeholders before pronouncing on the applicant's suitability for transfer.[1]

i. All candidates will be informed of their result on the final day of the NIAB(OR). Regardless of the final assessment grade, all candidates will receive verbal constructive feedback at the end of the selection process.

9407. Post NIAB (Ratings) Process

a. The INT Spec Ad will email the DO of each candidate, PM and CM with their result within **one week** of the conclusion of the board.

[1] This can include the need to consult with PSyA/UKSV over potential issues in holding Developed Vetting (DV), a wish to speak directly to the applicant's CoC or clarification of eligibility criteria iaw Para 9403.

b. All candidates will have the following competency annotated on JPA: **Professional|Naval Intelligence Aptitude Board-Ratings|Navy|**. The competency will include one of the grades at Para 9406 sub para h 1-3. The candidate's Unit Personnel Office (UPO) will be responsible for uploading this competence, utilising the INT Spec Ad's email as authority to do so. This competence will remain valid for **two years** from the date of the INT Spec Ad's email.

c. Candidates who have been assessed as **SUITABLE** by the NIAB(OR) will be:

(1) Loaded onto the INT 100 Extraction Board (EB), as detailed in Para 9408.

(2) Required to inform WFPM, INT TE WTG and the INT SPEC AD of **any** change in professional or personal circumstances which may alter their eligibility iaw Para 9403 and Para 9406 sub para d. Failure to do so would display a significant lack of integrity and therefore result in an immediate **UNSUITABLE** NIAB(OR) assessment and restriction on submitting any further workforce clearance request to transfer into the INT Spec for **two years**.[1]

d. Candidates who have been assessed as **UNSUITABLE** by the NIAB(OR) will be informed as to whether they will be invited to re-attempt the NIAB(OR) in the future. Workforce clearance is no longer extant, and this will need to be reapplied for again if the candidate is invited back to the NIAB(OR) and they are still interested in joining the INT Spec. A minimum period of **12 months** is required between NIAB(OR) attempts and a candidate may only attempt the NIAB(OR) **twice** in total.

e. Candidates who have been assessed as **DEFER** by the NIAB(OR) will be:

(1) Informed during the NIAB(OR) assessment why the board has decided to Defer, what action will now be taken within a clear and agreed timeframe.

(2) Retained as a volunteer for transfer by WFPM, pending the outcome of Para 9407 sub para e 1.

9408. INT 100 Professional Qualifying Course Extraction Board

a. Candidates who meet the required standards on the NIAB(OR) will have their names presented at the INT 100 PQC Extraction Board (EB). The purpose of the EB is to assess the relative merit of successful NIAB(OR) candidates against each other and to provide a priority list of personnel to proceed onto professional intelligence training.

b. The INT 100 PQC EB is convened by the INT SPpecAd and OiC INT TE, WTG.

[1] If a candidate becomes ineligible, but engages early with WFPM, the INT TE or the INT Spec Ad to discuss the specifics of the case, this policy will not necessarily apply. An UNSUITABLE NIAB(OR) assessment and two-year Specialisation transfer restriction will be enforced against those candidates who do not comply with this paragraph.

c. The EB will then scrutinise a candidate's conduct and scores against all other successful NIAB(OR) candidates, based upon the workforce planning requirements for SE Ratings and the general health of the INT Spec.

d. Successful NIAB(OR) candidates who did not score competitively enough at the EB to gain a place on the INT 100 PQC will remain as **SUITABLE** for a maximum of **two years** from the date of the INT Spec Ad's email. The candidate will remain on record as a volunteer for the INT Spec but will be required to re-apply for full workforce clearance once their original clearance has expired (**two years** from date of initial approval).

e. The requirement to extract SE personnel into the INT Spec is set by WFPM within P&T, and therefore the total number extracted per training year will fluctuate depending on Service requirements. Subsequently, EBs will be held *ad hoc* throughout the year, dependent on SE extraction numbers and current inflow requirements for the INT Spec. EB dates will not be promulgated but successful NIAB(OR) candidates will be contacted as outlined in Para 9409 sub para b.

f. Successful NIAB(OR) candidates are to retain their CO's recommend for employment in the INT Spec throughout this process. Candidates who do not retain their recommend will have their INT 100 PQC place revoked, even if successful at the EB.

9409. Post Extraction Board Process

a. It is important to note that success at the NIAB(OR) is not a guarantee that a candidate will make a permanent transfer to the INT Spec. Candidates must also be extracted at an EB and successfully pass INT 100 PQC.

b. On completion of the EB, the INT Spec Ad will inform both the successful candidate and their CoC, WFPM WO1 and the Int CM by email of the result of the EB.

c. Following allocation to an INT 100 PQC, the Rating's current CM will assign them to the next available course. All SPs regardless of rate, will be enrolled onto the INT 100 PQC to act as their baseline professional intelligence training. All SE OR6-OR9 personnel will also be enrolled onto the PO(INT) Career Course (INT 101 PQC) - Joint RN/RM Intelligence Manager Course.

d. Final transfer to the INT Spec will be on successful completion of the eight-week Phase 2 INT 100 PQC and three-week Phase 3 intelligence training consolidation package. Personnel failing to meet the training standards required on the PQC will be returned to their source specialisation.

9410. Intelligence Specialisation Sideways Entry Transfer from Another Service

a. Personnel applying to join the INT Spec from the other Services (including Royal Marines) are to apply for workforce clearance iaw BRd 3(1) Ch 13[1] as well as the provisions outlined in this chapter. These personnel will be required to meet the eligibility requirements in Para 9403, Para 9404 sub para b. (1) and Para 9406 sub para d, as well as achieve a **SUITABLE** recommendation at a NIAB(OR) and be successfully extracted from an INT 100 PQC EB. (Para 9408).

b. If successful at both the NIAB(OR) and EB, the candidate will need to transfer Service prior to the commencement of the INT 100 PQC, iaw with BRd 3(1) Ch 13. The SP is to contact RISTT to commence this process. It is important to note that should the candidate fail to complete the INT 100 PQC for whatever reason, there will be **no** automatic right to re-enter their former Service.

9411. Source Specialisation Matters

If an individual, having been accepted for Specialisation transfer to join the INT Spec, has not started training but is selected for promotion in their source Specialisation, the following rules will apply:

a. Candidates should attend relevant Leadership courses iaw source Specialisation BRd 3(1) promotion flow charts. Successful loading on to Leadership course is not a pre-requisite for Specialisation transfer.

b. Those personnel who are selected for promotion in their source Specialisation after having been successfully extracted at the EB and commencing the INT 100 PQC can exercise either of the following options:

(1) Refuse promotion in their source Specialisation and commence the INT 100 PQC as planned.

(2) Accept promotion and remain in their source Specialisation. The NIAB(OR) pass will not be affected by Para 9406.

c. Once the INT 100 PQC has commenced, SE personnel will remain in their source Specialisation but will be ineligible for promotion.

d. Any individual in receipt of RRP will automatically lose it effective from the first day of the INT 100 PQC[2].

[1] Transferring into the Royal Navy.
[2] JSP 754 Pt 1 Ch 2 - Sec 13 - Pay on change of Branch and Trade.

9412. Security Clearances

The minimum security requirement for employment in the INT Spec is for the individual to hold a DV clearance. The process for when to make a DV application is as follows:

a. DE candidates will apply for DV clearance during the initial recruitment phase at their AFCO.

b. SE candidates will only be permitted to apply for a DV once they have been extracted at the EB and has been allocated a place on the next available INT 100 PQC. (Para 9403 sub-para j).

c. Any individual unable to secure DV clearance during the application process is unemployable within the INT Spec. The application process will end immediately at this point and they will subsequently be returned to their source Specialisation.

9413. Loss of DV and/or Special Clearances

The withdrawal of a DV and/or the suspension/removal of Special Clearances will severely restrict an individual's employment as an Int Rating. This could adversely impact the individual's Naval career. The decision to remove or suspend DVs or Special Clearances rests with RN PSyA and the relevant controlling authorities respectively. Such decisions are made on a case-by-case basis and the impact on the individual will generally depend on the reason for suspension/withdrawal. A range of options for future employment will be considered, involving a degree of personal preference where possible. For serving personnel who have lost their DV and/or special clearance the following will be considered:

a. Transfer to another Profession or specialisation in their substantive rate, within the constraints of Specialisation transfer regulations. (BRd 3(1) Ch 51).

b. For those within their final two years' service, or who elect to submit 12 months' notice following the removal of the DV, employment in existing rate in an 'out of specialisation' position, if a suitable one is available, until completion of career or engagement or period of notice.

c. Discharge SHORE, in accordance with BRd 3(1) Ch 54.

9414. Withdrawal from Phase 1 or Phase 2 Training

In the event of training and professional standards not been met during any stage of Phase 1 and Phase 2, and Ratings being deemed unsuitable for intelligence training, the following options will be made available iaw extant HMS RALEIGH Phase 1 and Warfare Training Group (WTG) policy:

a. DE personnel will be given career counselling and where applicable suitable Specialisation transfer options proposed after consultation with the Under Trained Strength (UTS) Pipeline Manager, Phase 2 Victory Squadron and INT TE WTG.

b. SE personnel may be offered alternative employment within the Warfare Profession or return to their source Specialisation after consultation with the WFPM teams dependent on the needs of the Service.

c. Discharge SHORE, in accordance with BRd 3(1) Ch 54.

d. Individuals who wish to withdraw from the INT 100 PQC training voluntarily may be permitted to do so only after full consultation with the GSW Workforce Planner, OiC INT TE WTG and INT Spec Ad.

9415. Training Performance Statements, Workplace Training Task Books, and Role Performance Statement (Professional and Annual)

a. On successful completion of Phase 2 Intelligence Training - INT 100 PQC and Phase 3 Training - Operational Maritime Intelligence Course (OPMIC) for OR2-OR9 personnel, the Training Performance Statement (TPS) for that rate will have been attained. Individuals will then be issued with the appropriate Workplace Training Task Book (WTTB). In the subsequent intelligence assignment, a Rating will be deemed to have achieved Role Performance Statement (RPS) on successful completion of the core career workplace training section of the relevant WTTB **(TPS + OJT = RPS)**.

(1) **Recording of Competency - INT 100 PQC.** To be input to JPA by the appropriate unit HR administrator under the following:

Warfare|AB (INT) Career Course (INT 100)|Navy|

(2) **Recording of Competency - OPMIC.** To be input to JPA by the appropriate unit HR administrator under the following:

Intelligence|Operational Maritime Intelligence Course|Navy|

b. On achievement of RPS for AB1, the unit Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences to be inputted to JPA. When an individual is advanced to AB1, the HR administrator is to ensure that a **Promotion Authorisation Request (PAR)** is sent to the CM, who will authorise the promotion and change the rate on JPA. It is important that achievement of RPS is inputted to JPA before the PAR date, thus stating that the rating has achieved RPS before attempting to be advanced to AB1.

c. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some Ratings may not achieve RPS. Within the INT Spec there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB2 is an application for administrative discharge on the grounds of unemployability.

(1) Within the INT Spec, an initial warning is set at **12 months** from completion of the INT 100 PQC (with WTTB issued), and subsequent failure of the core career workplace training section of the WTTB and RPS. This initial warning will be given by the Rating's unit in consultation with the INT TE WTG. This warning will then be recorded by the INT TE WTG, unless it has been given earlier, supported with unequivocal statements of non-recommendation for advancement in an Appraisal Report. The unit, again with consultation with the INT TE WTG, will produce a remedial training plan, implemented prior to resitting the RPS check in order to give the Rating the best chance of a successful conclusion.

(2) Warnings will then continue **3-monthly**, within the Appraisal process, up to an aggregate total of **12 months** under warning, whereupon application for administrative discharge on the grounds of unemployability will be sought.

d. **RPS Lead Authority.** The RPS Lead Authority is OiC INT TE WTG and is responsible for defining and regulating the standards required to pass an Annual RPS Check. These will be promulgated to Fleet units as required. A database of the tasks is held in the back of the INT WTTB and additional advice can be sought from the RPS Lead Authority. RPS checks can consist of both verbal and written questions and must be conducted by an in date RPS INT Senior Rate and/or in date RPS GSX(INT) Officer at least two ranks above the individual being assessed. For personnel employed in singleton units with minimal access to RN INT SQEP, personnel are to contact the INT Spec Ad, who will liaise with N2 unit training co-ordinators to facilitate the delivery of an RPS check

e. **Recording of Competency Professional RPS.** Once AB(INT) and LH(INT) Ratings have successfully completed their WTTB and achieved Professional RPS, and LH(INT) Ratings have successfully completed their INT 101 PQC and achieved Professional RPS; those competences are to be input to JPA by the appropriate unit HR administrator under the following: (BRd 3(1) Ch 77 Para 7703, sub-para a and sub-para b and Para 7704).

Professional|RPS for AB1(INT)|Navy|

Professional|RPS for LH(INT)|Navy|

Professional|RPS for PO(INT)|Navy|

Professional RPS is a one-off competency award with no end date but will be required as a **pre-selection requirement** for the next higher rate (AB1(INT) to LH(INT), LH(INT) to PO(INT) and PO(INT) to CPO(INT).

f. **Recording of Competency - Annual RPS Check.** All personnel are expected to remain at RPS while building experience towards promotion. Guidance on the process of conducting RPS checks is given in BRd 1984 - Warfare Training Regulations[1].

(1) Maintenance of RPS is to be monitored through an Annual RPS Check process co-ordinated by the unit Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) In exceptional circumstances some individuals may be unable to achieve the mandatory RPS checks. Where this is the case, the OiC INT TE WTG should be consulted for advice.

(3) An Annual RPS Check is not a pre-selection requirement but is required to be conducted by all AB1(INT), LH(INT) and PO(INT) Ratings. The Annual RPS check has a 12-month end date on JPA and therefore the assessment is to be conducted and recorded on JPA **every 12 months** from the date of achieving the Professional RPS for that specific rate. This is to continue until the Rating is selected for the next higher rate, whereupon this process in to be repeated when promoted into the next higher rate.

(4) The Annual RPS input to JPA by the appropriate unit HR administrator is under the following:

NCT|Annual RPS Check AB1|Navy

NCT|Annual RPS Check LH|Navy

NCT|Annual RPS Check PO|Navy

g. **Attendance on next Professional Qualifying Course (Applies to OR4 and above only).** An Annual in-date RPS Check is a **pre-requisite** requirement for LHs and above enrolled onto the INT 101 promotion career course. The RPS check conducted in the lower rate is to be conducted **no earlier** than **three months** prior to INT 101 PQC start date and recorded on JPA. RPS qualifications will be checked on attendance of the INT 101 PQC by the Lead Instructor. Ratings who are not in date for an Annual RPS Check will be returned to unit.

h. The PO PQC and Senior Rates Leadership Course (SRLC) should normally be undertaken as a package. The PO Selection Signal will be the trigger for the CM to load LHs onto the INT 101 PQC (Joint RN/RM Intelligence Managers Course) and SRLC. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of, at least, PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The CM's judgment in consultation with the INT Spec Ad will be required to manage points of excessive demand.

[1] BR 1984 Ch 5 - Role Performance Standard (RPS) Checks - Guidance

(1) Should spare places become available on the INT 101 PQC[1], then these will be offered up to Senior Rates (OR6 - OR7) who transferred to the INT Spec under Project BLINKER HALL as Senior Rates. All personnel to whom this applies are strongly encouraged to take up this opportunity in order to uphold professional credibility amongst other Senior Rate INT 101 graduates and SNCOs from the other Services[2].

(2) A JPA competency will be awarded to Ratings on successfully passing the INT 101 PQC. This competency is to be input to JPA by the appropriate unit HR administrator under the following:

Intelligence|RM RN Intelligence Manager Class 1|Navy|

i. **Failure to Complete Professional and/or Leadership Course.** Refer to BRd 3(1) Ch 67[3] for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control), or non-service reasons (within own control). If the PO PQC is refused, BRd 3(1) Ch 69 Para 6911[4] will apply. In the event of failure during the PO PQC, BRd 3(1) Ch 69 Para 6910[5] will apply.

j. **Completion of AB1 CBRNDC Task Book.** The CBRNDC task book is to be issued upon a person's first sea assignment, irrelevant of the Rate/Rank and should be completed within 6 months, considerations of a ships maintenance period can be taken into consideration. Failure to complete the Task book within 6 months, requires the divisional warning system to be utilised iaw BRd 3(1).

9416. Level 4 Intelligence Analysis Apprenticeship

As part of 2SL's civilian accreditation direction, candidates joining the INT Spec will be enrolled onto the 24-month Level 4 Intelligence Analysis (L4 IA) Apprenticeship. This includes both Direct Entry (DE) AB Ratings and Sideways Entry (SE) AB and LH Ratings. Registration for the L4 IA Apprenticeship will take place on the **first day** of INT 100 PQC.

[1] INT 101 PQC loading priority will go to newly selected PO(INT)s who have come through the existing training pipeline.
[2] Any Project BLINKER HALL Senior Rate who has graduated from the 16 Week - Joint Intelligence Maritime Course (JMIC) and has the competency recorded on JPA, will not be required to do the INT 101 PQC.
[3] Ratings Policy - Selective Promotion.
[4] Refusal to Take a Professional Qualifying Course or Professional Qualifying Examination for Confirmation.
[5] Failure of Examinations or OPS Assessments

a. **The Apprenticeship Standard.** An Apprenticeship Standard contains a list of **K**nowledge, **S**kills, and **B**ehaviours (**KSBs**) that the INT Apprentice will need to have learned and developed by the end of their apprenticeship. Standards are occupation focused; they are not qualification led. The INT Apprentice must prove they can carry out all aspects of their job at the end of the apprenticeship in order to pass. The Intelligence Analysis Level 4 Standard has been fully mapped to the apprentice's job role as an Intelligence Analyst.

b. The INT Apprentice needs to be able to evidence that they have developed their KSBs based on the Apprenticeship Standard Criteria. This criteria has been mapped against the Role Performance Statement (RPS), Formal Training Statement (FTS) and the Qualifying INT 100 PQC Training Modules. The Apprenticeship Standard Criteria is made up of five key stages:

(1) **Stage One - (Functional Skills (FS) Level 2).** All Ratings will require to obtain FS Level 2 qualification or equivalent, in English and Maths, by the end of the apprenticeship.

(2) **Stage Two - (Development Phase - Career Qualification Course (CQC)).** During the CQC - (INT 100 PQC and OPMIC), Ratings are taught the theory elements of the apprenticeship, developing their understanding and knowledge.

(3) **Stage Three - (Consolidation Phase - Initial Sea Training and First Shore Intelligence Assignment).** This is the practical element (**Skills**) phase, putting into practice the knowledge gained during the development stage. As the apprenticeship has been aligned to the RN job role, completion of the INT Apprentice's WTTB forms part of the consolidation phase. On completion of the consolidation phase, the INT Apprentice is deemed to be '**Gateway'** ready.

(4) **Stage Four - (Gateway Readiness and Professional Qualifying Board).** 'Gateway' is essentially the doorway to the final stage of the apprenticeship. This is reached when:

(a) The INT Apprentice has achieved FS Level 2 (or equivalent) in Maths and English, (if not previously acquired).

(b) The INT Apprentice's CoC is confident that the INT Apprentice is deemed to have achieved occupational competence (RPS) and is competent in their job role.

(c) At this point the INT Apprentice is deemed to be '**Gateway Ready**' and can start the **End Point Assessment (EPA)** which will take place approximately **18 Months** post L4 IA Apprenticeship registration.

(5) **Stage Five - (End Point Assessment (EPA))** The L4 IA Apprenticeship requires the INT Apprentice to complete an EPA to complete the qualification and this is conducted by an independent civilian apprenticeship assessment team. Once the INT Apprentice has completed the first four stages; their CoC is to contact the Apprenticeship Team and arrange the EPA.

(a) The EPA includes an assessment of all the requirements of the standard including KSBs mapped to the tasks in the WTTB. This takes place in the final six months of the 24-month apprenticeship using three assessment methods:

i. **A Work-Based Research Project.** Which will be completed once the INT Apprentice has reached **'Gateway',** followed by a presentation with Q&A based on the project. This will be 40 minutes in duration, split equally between the presentation and the Q&A.

ii. Knowledge and Skills Test. Consisting of ten multiple-choice questions and eight scenario-based questions.

iii. **Professional Interview.** Which will consist of 6 competency-based questions and will last 75 minutes.

(b) In the exceptional case of temporary changes in job role or assignments outside intelligence related work, this EPA period can be extended by 3 months (9 months in total). The INT apprenticeship champion and RN Apprenticeship Team are to be consulted in advance for advice and guidance before permission for an extension is approved.

(c) Performance in the EPA will determine the apprenticeship grade of 'Fail', 'Pass' or 'Distinction'. To achieve final certification, the INT Apprentice must have achieved a minimum of a 'Pass' in each assessment method. A 'Pass' in the EPA will demonstrate that the INT Apprentice can apply the KSBs required by this apprenticeship standard. Apprentices achieving a 'Distinction' will be demonstrating above the minimum requirements of the occupational standard.

(d) A JPA competency will also be awarded to those INT Apprentices who achieve a 'Pass' or 'Distinction' and to formally record the L4 IA apprenticeship successful completion. This competency is to be input to JPA by the appropriate unit HR administrator under the following:

Professional|Level 4-Intelligence Analysis-Apprenticeship|Navy|

(e) Should an INT Apprentice not meet the required EPA standards; they will be required to re-sit the PQB prior to making another EPA attempt. In consultation with the INT TE WTG, a three-month remedial training plan will be implemented prior to resitting the PQQ, in order to give the Rating, the best chance of a successful conclusion1. Upon successfully passing the PQB, the INT Apprentice's CoC is to contact the Apprenticeship Team and re-arrange another EPA. (Para 9416 sub para b-5).

9417. Appraisal Reports

Appraisal Reports are required in order to provide Selection Boards with details of an individual's performance and suitability for promotion. Appraisal Reports are to be raised annually (31 Jan for all LHs; 31 Mar for POs and 30 Sep for CPOs).

a. Individuals who cannot maintain RPS, or who receive an unequivocal statement of 'non-recommendation' in an SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within **3-6 months**, individuals should be issued with a formal DO, HOD or COs warning for inadequacy.

b. In cases where a warning has been issued and an individual has not achieved or maintained RPS within the 3-6-month period, the Professions Manager is to be consulted for advice.

c. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Selection Board.

(1) Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at the last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

(2) Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved RPS.

9418. Education for Promotion

A Leading Hand not undertaking the L4 IA Apprenticeship must be educationally qualified to FS Level 1 and a Petty Officer to FS Level 2 in English and Mathematics, or a suitable equivalent for either or both of these qualifications. (BRd 3(1) Ch 96). Leadings Hands enrolled onto the L4 IA Apprenticeship must achieve minimum FS Level 2 (or equivalent) in English and Mathematics.

[1] PQB JPA Competency will be suspended during this period until the INT Apprentice passes the PQB again. The JPA competency will then be reinstated providing they pass the PQB.

9419. Intelligence Specialist Badges

a. INT Spec badges are to be presented on completion of Phase 2 training (INT 100 PQC).

b. Stars and Crowns are to be presented as follows:

(1) **1 Star.** On advancement to AB1(INT) (Professional RPS achieved).

(2) **2 Stars.** On completion of LRLC and on first assignment as an Acting LH(INT) or at CPD (whatever is soonest).

(3) **Crown.** On completion of the POs Career Course (INT 101 PQC).

9420. Intelligence Specialist Training

Career Progression for INT Ratings is detailed within Annex 94A (as appropriate). In addition to Career training, individuals may be required to undertake some bespoke Targeted Employment Modules (TEMs) in accordance with the Unit Platform List (UPL). These include:

a. Imagery Analyst. All INT Analysts must volunteer for Imagery Analyst (IA) training although this will be provided only in order to satisfy a Service need. When such a need is identified, INT Ratings who have successfully passed the Defence Imagery Analyst Aptitude Assessment (IAAA) will undertake further assessment of their commitment, attitude and suitability; success at which is a pre-requisite for IA training on the Defence Imagery Intelligence Analysis Course (DIIAC). All INT Ratings on OPMIC will conduct the IAAA during their training. While volunteers for IA roles among INT ratings are encouraged and preferred, final selection and allocation will be determined by the operational priorities and requirements of the Service. Any INT ratings who have not completed the IAAA can apply via the DIA course portal or by contacting UKStratCom-DI-DITG-DSI-NIDSI.

b. **Open Source Intelligence (OSINT).** All INT Ratings on OPMIC will conduct OSINT training (CARDINAL course). There is also the opportunity for personnel to be enrolled onto specialist OSINT training if employed in some PIDs (e.g. MIFC OSINT and TESC).

c. **Defence Counter Intelligence Operations Practitioner (DCIOP).** Certain PIDs such as RNCI and DICI may require personnel to specialise in the CI discipline and will therefore be enrolled onto DCIOP.

d. **Defence Intelligence Analyst Module (DIAM).** Not a routine requirement but all INT OR2-OR9 above can apply for enrolment via their unit once Professional RPS is achieved.

e. **Joint Information Operations Course.** Not a routine requirement, although some specialist PIDs may require personnel to be enrolled.

f. **Human Intelligence (HUMINT) Training - Defence Debriefing Course (DDC).** Certain PIDs may require personnel to qualify as Defence debriefers in order to support the new single Service Debriefing capability.

g. The following bespoke TEM is not necessarily associated with being a traditional intelligence role but may be required should INT Ratings be assigned to specific specialist units: **Joint Operational Targeting Course (JOTC) and Collateral Damage Estimate Course**. Only required when assigned to ISTE, TESC or any other Defence Targeting Enterprise role.

ANNEX 94A

INTELLIGENCE SPECIALISATION PROMOTION FLOWCHART

Entry Qualifications: (Ref Ch 7)

ABLE RATE 2 (INT)

a. Completed - Phase 1 Initial Naval Training.

b. Continue instruction to achieve FS Level certificates in Adult Literacy and Numeracy (Ch 77 Para 07).

c. Phase 2 Intelligence Training. Completed 8-week INT 100 PQC. To be recorded under JPA competence:

Warfare|AB (INT) Career Course (INT100)|Navy|

d. Phase 3 Intelligence Training. Completed Operational Maritime Intelligence. To be recorded under JPA competence:

Intelligence|Operational Maritime Intelligence Course |Navy|

e. Completed Initial Sea Training (IST) (3 months duration).

f. Assigned to first Intelligence complement billet.

g. Completed WTTB - achieved Professional RPS as AB1(INT), authorised by HOD. This is also a pre-selection requirement for LH. RPS is to be recorded under JPA competence:

Professional|RPS for AB1(INT)|Navy|

h. At least six months since last Career Check (if any) on date due advancement.

i. Awarded AB1 Badge (single star) (9419).

Advanced to **ABLE RATE 1 (INT)**

LEADING HAND (INT) - Pre-Selection Requirements

a. Serving on ES1/FC/OE1 that expires after the nominated CPD (Ch 67 Para 6703, sub para 5).

b. Completed WTTB - achieved Professional RPS as AB1(INT), authorised by HOD. RPS is to be recorded under JPA competence:

Professional|RPS for AB1(INT)|Navy|

c. Recommended for promotion on Appraisal Report at (CRD) (Ch 77 Para 7705).

LEADING HAND (INT) - Pre-Promotion Requirements

a. Educationally qualified for promotion (EFP) in accordance with Para 9634. Achieved minimum Level 1 FS (or equivalent) in English and Maths and appropriate competences recorded on JPA. (LHs enrolled on the L4 IA Apprenticeship must achieve minimum Level 2 FS (or equivalent) in English and Mathematics).

b. Completed LRLC. Recorded as JPA competence:

Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy| (Ch 77 Para 7703 sub para e-f).

c. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

d. Although not Mandatory, recommended to maintain parity with individual Apprenticeship initiatives. Passed Level 4 Intelligence Analysis Apprenticeship End Point Assessment (Para 9416 sub para c-f and Annex 94B). To be recorded under JPA competence:

Professional|L4 INT Analysis-Apprenticeship|Navy|

Promoted to **LEADING HAND (INT)**

PETTY OFFICER (INT) - Pre-Selection Requirements

a. Achieved Professional RPS as LH(INT), authorised by HOD. This is to be recorded under JPA competence:

Professional|RPS for LH(INT)|Navy| Para 9415 sub para e)

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Recommended for promotion on Appraisal Report at CRD (Para 7705).

PETTY OFFICER (INT) - Pre-Promotion Requirements

a. Completed SRLC and recorded as JPA competence:

Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy| (Para 7703 sub-para e-f).

b. Passed PO PQC by nominated CPD (awarded PO specialisation badge (Crown)) (Para 7703 sub para g - h). Recorded as JPA competence:

Intelligence|RM RN Intelligence Manager Class 1|Navy| (Para 9415 sub para h 2)

c. At least six months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. EFP in accordance with Para 9634. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Maths and appropriate competences recorded on JPA.

Promoted to **PETTY OFFICER (INT)**

CHIEF PETTY OFFICER (INT) - Pre-Selection Requirements

a. Achieved Professional RPS as a PO. Recorded as JPA Competence:

Professional|RPS for PO(INT)|Navy| (Para 9415 sub para e).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed SRLC; recorded as JPA competence:

Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy| (Para 7703 sub-para e-f).

d. Recommended for promotion on Appraisal Report at CRD (Ch 77 Para 7705).

CHIEF PETTY OFFICER (INT) - Pre-Promotion Requirements

a. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to CHIEF PETTY OFFICER (INT)

WARRANT OFFICER 2 (INT) - Pre-Selection Requirements

a. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. EFP in accordance with Para 9634. Must have achieved minimum FS Level 2 (or equivalent) in English and Maths and the appropriate competences recorded on JPA.

c. Recommended for promotion on Appraisal Report at CRD (Para 7705).

WARRANT OFFICER 2 (INT) - Pre-Promotion Requirements

a. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

b. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to **WARRANT OFFICER 2 (INT)**

WARRANT OFFICER 1 (INT) - Pre-Selection Requirements

a. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. EFP in accordance with Para 9634. Must have achieved minimum FS Level 2 (or equivalent) in English and Maths and the appropriate competences recorded on JPA.

c. Recommended for promotion on Appraisal Report at CRD (Para 7705).

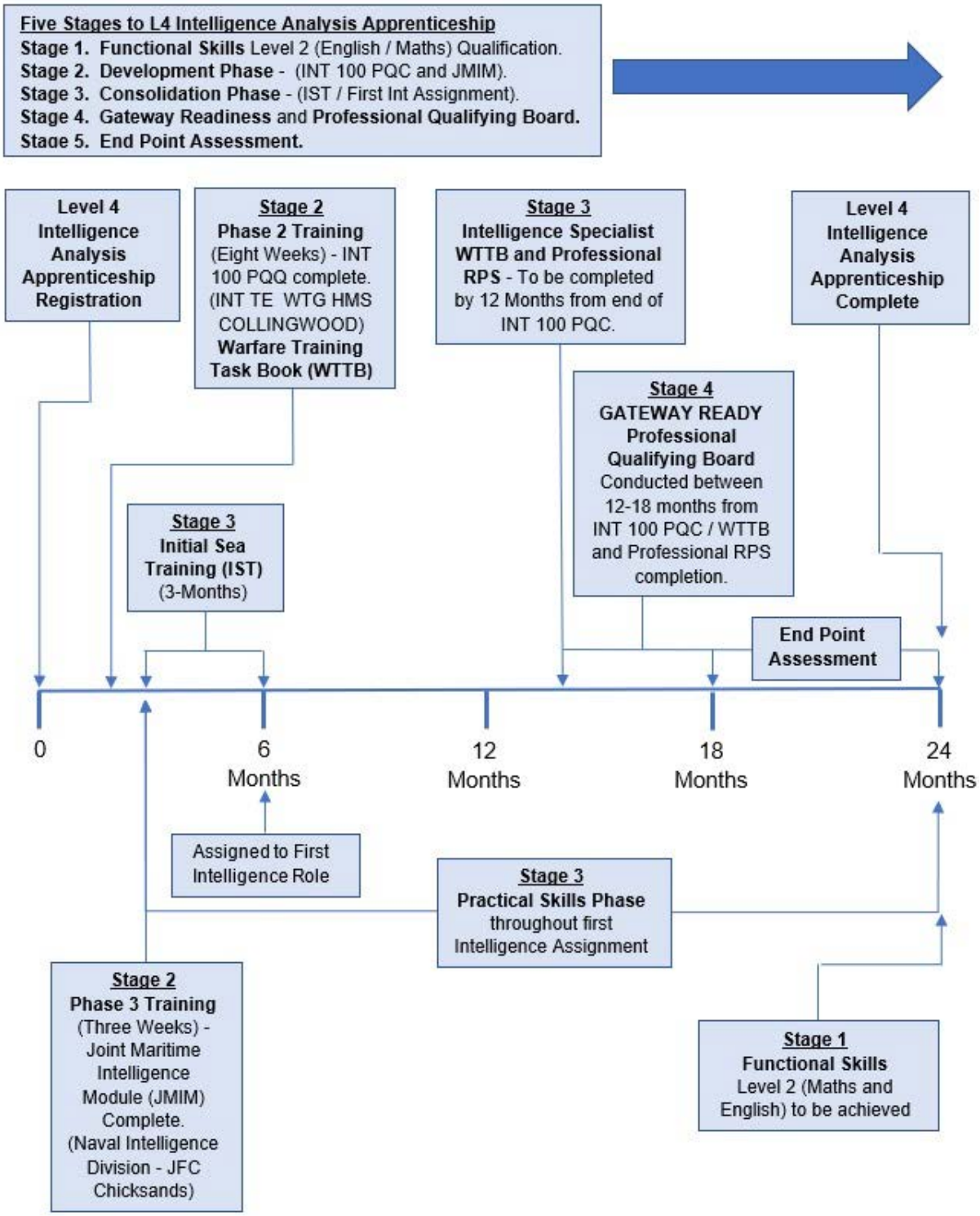
WARRANT OFFICER 1 (INT) - Pre-Promotion Requirements

a. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

b. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to **WARRANT OFFICER 1 (INT)**

ANNEX 94B

LEVEL 4 INTELLIGENCE ANALYSIS APPRENTICESHIP - PATHWAY TO THE END POINT ASSESSMENT TIMELINE

The diagram below depicts the progressive journey to an Intelligence Specialist's Level 4 Intelligence Analysis Apprenticeship completion.